



## Special Transit's Safety Committee

The purpose of the Safety Committee is to provide support to the Safety Manager in the successful completion of his/her duties. The Safety Committee is defined as: "An advisory committee assembled with representatives from all departments and top management to assist in the development and implementation of the organization's safety program. The Safety Committee will help support the safety program in the following areas:

- Identify hazards, unsafe conditions, and safety problems throughout the organization.
- Assist in the development of strategies for mitigating hazards and addressing agency safety problems.
- Obtain and review data on agency safety performance, audits, investigations, training and hazard mitigation programs.
- Make recommendations to management regarding safety policies, procedures and Driver Safety Performance Evaluation Policies.
- Evaluate the overall effectiveness of the safety program.
- Serve as the appeals committee to review points assessed by the Safety Manager, when requested to do so in writing by a driver, per Special Transit's Driver Safety Performance Evaluation Policy.
- Perform other safety violation/accident reviews when requested to do so by the Safety Manager, Operations Manager, or Director of Customer and Community Services.

The Safety Committee will be comprised of, but not limited to, Drivers and Driver Supervisors from all divisions of service, Maintenance and Dispatch Supervisors, Safety Manager, Operations Manager, and Director of Customer and Community Services. The Committee will meet every six weeks or more frequently if necessary, and be chaired by the Safety Manager. Drivers and non-supervisory staff members will serve two-year terms on the Committee and management/supervisory staff members will serve in an on-going capacity.

When serving as the appeals committee to review point assessments, the Director of Customer and Community Services will chair the Committee. The Safety Manager and the Driver Supervisor of the Driver involved will not participate (except to present information) during the Safety Committee review of points being appealed. The Committee will meet as soon as a Driver makes possible after a written request.

Prior to the meeting, the Chair will send committee members and the driver detailed information regarding the safety violation, including all accident, witness, police, and incident reports; investigation findings, preventability determinations, and points assessed.



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The Safety Manager will present an overview of the safety violation and supporting documents during the appeal meeting. Witnesses and/or others (e.g. maintenance or dispatch staff) may also be asked to attend and provide information that is pertinent to the incident. Driver's requesting appeals can also attend the meeting to present information on their behalf but may not be present during final discussions and deliberations by the Committee.

The Committee, using the Driver Safety Performance Evaluation Policy as a guide, will make a \*final determination of Preventability and point assessment based on the information provided at the appeal meeting. The Committee Chair will act in a non-voting capacity during the Preventability/point assessment determination except in the case of a tie vote. The Chair will present the written findings of the committee in person to the Driver as soon as possible after the conclusion of the appeal meeting.

All information related to safety violations, including documents and discussions is extremely confidential. All members of the Safety Committee are expected to treat safety-related information in a confidential manner at all times. Inappropriate disclosure of confidential information outside of the Committee will result in disciplinary action being taken.

\* An appeal involving a point assessment that has resulted in the termination of a Driver will automatically be reviewed by an Appeals Committee convened by the Executive Director as described in the Driver Safety Performance Evaluation Policy.